Type SUP028R

OFFICE
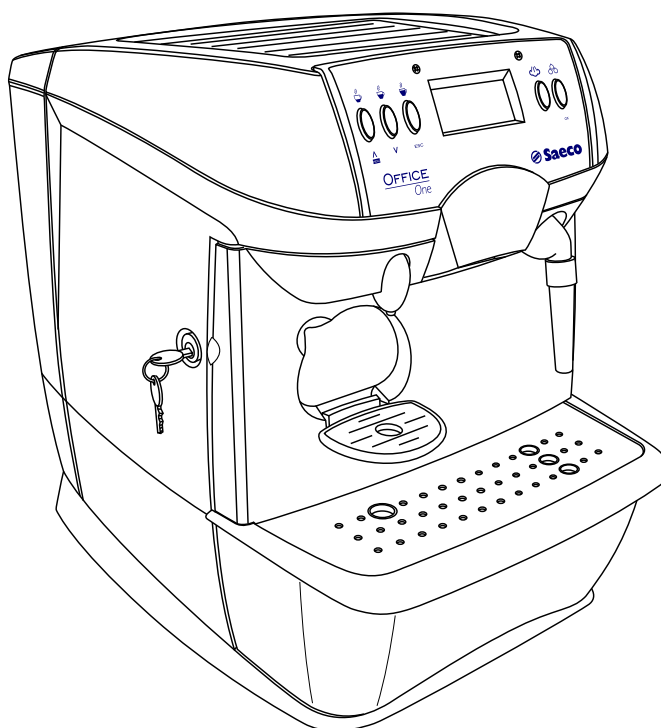*One*

ISTRUZIONI PER L'USO
Leggere attentamente queste istruzioni d'uso prima di utilizzare la macchina

OPERATING INSTRUCTIONS
Read these operating instructions carefully before using the machine

MODE D'EMPLOI
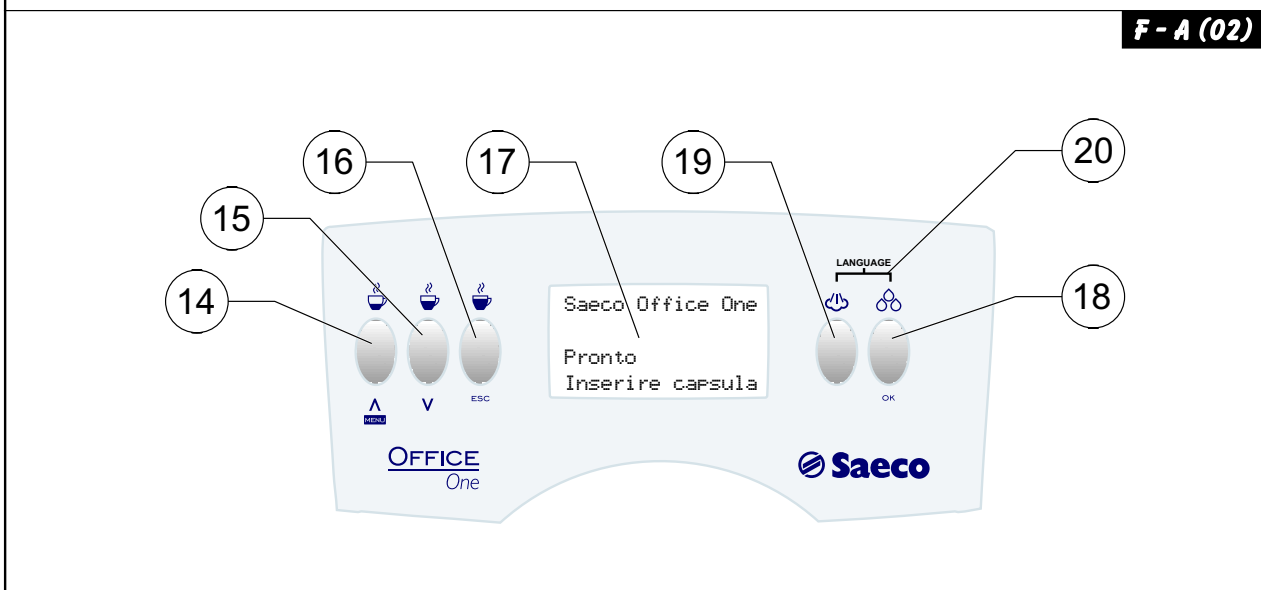**Lire attentivement ce mode d'emploi avant d'utiliser la machine**
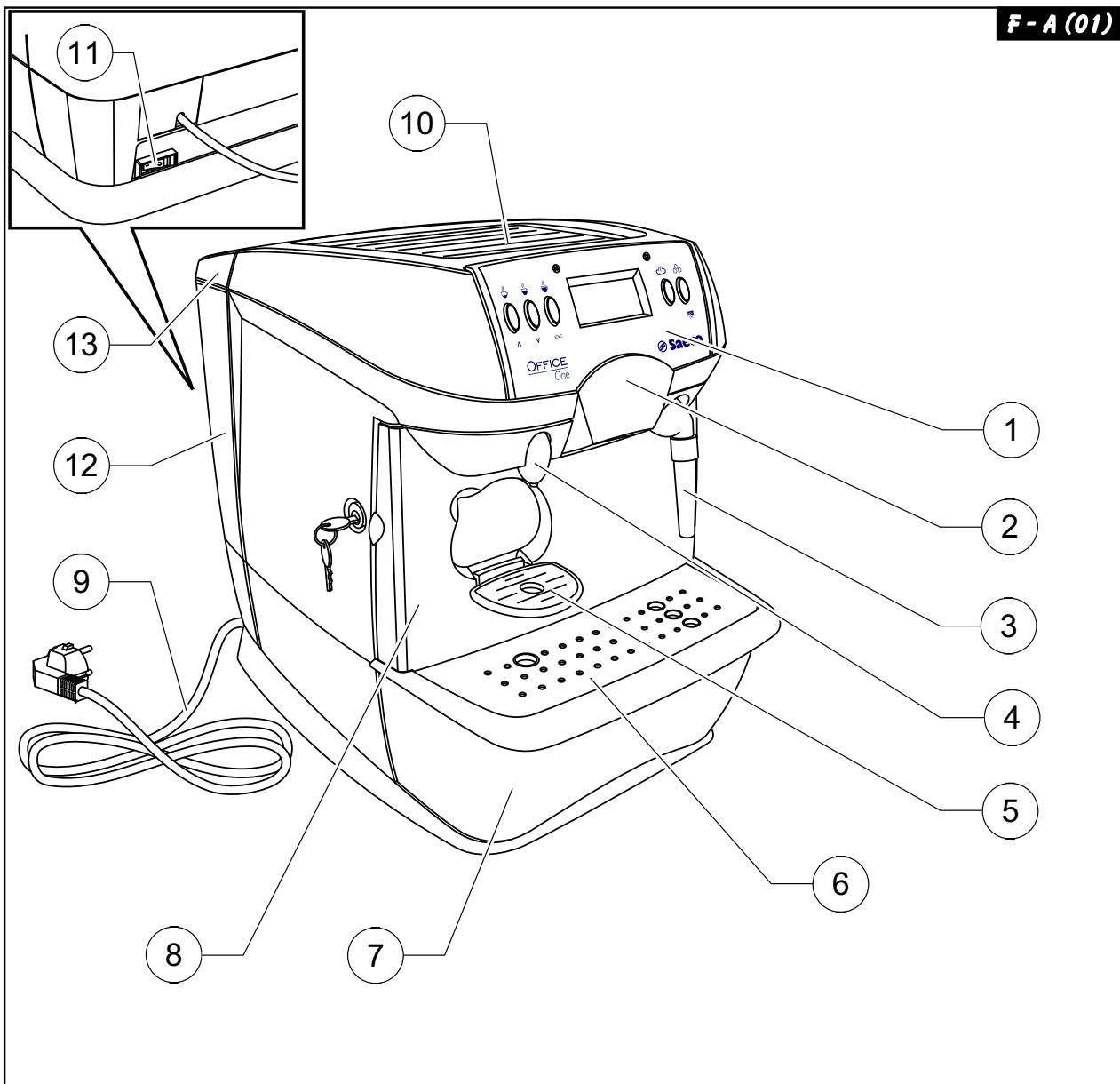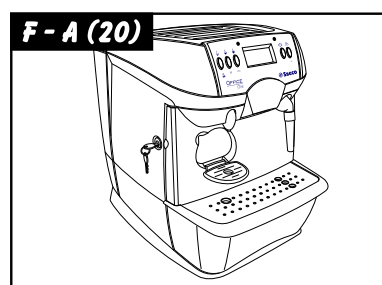
BEDIENUNGSANLEITUNG
Bedienungsanleitung ist vor dem ersten Gebrauch der Maschine aufmerksam zu lesen

$C \in$

Ideas with Passion   **⑤Saeco**

Saeco Office One

Pronto
Inserire capsula

LANGUAGE

OK

OFFICE
One

⊘ Saeco

F - A (03)

F - A (04)

F - A (05)

F - A (06)

F - A (07)

F - A (08)

F - A (09)

F - A (10)

F - A (11)

F - A (12)

F - A (13)

F - A (14)

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F - A (16)

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F - A (18)

F - A (19)

F - A (20)

    Saeco
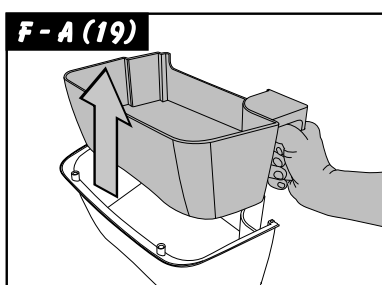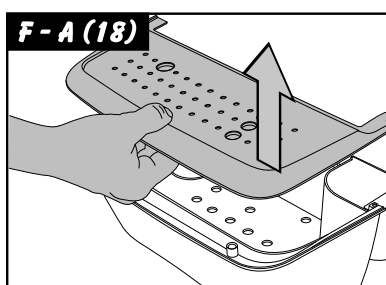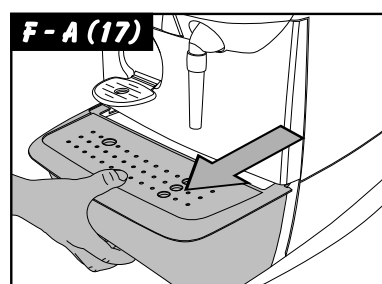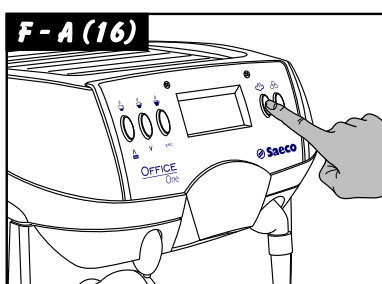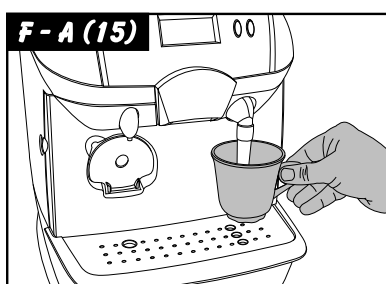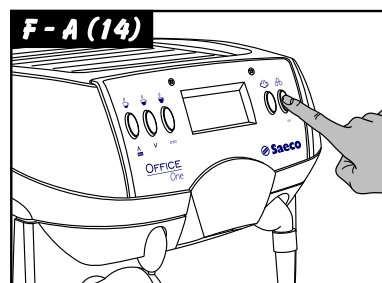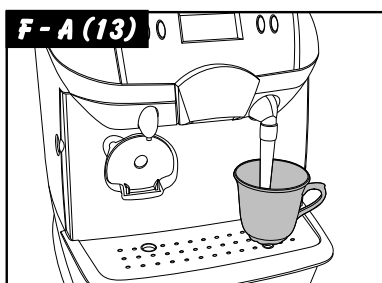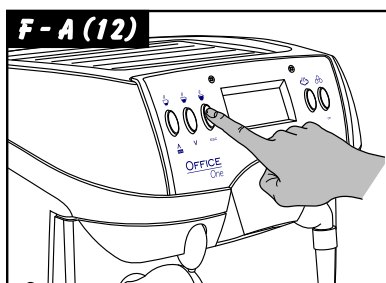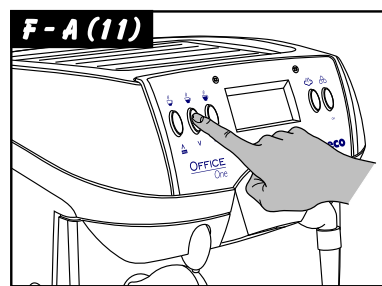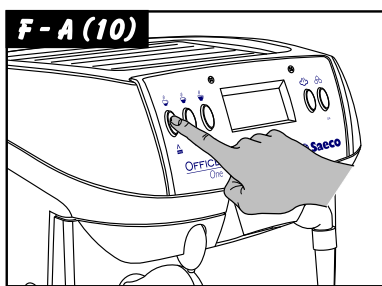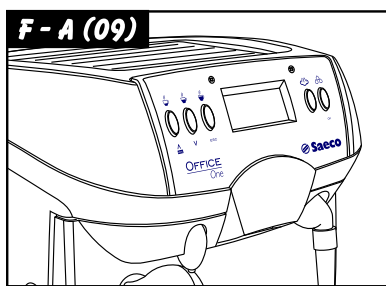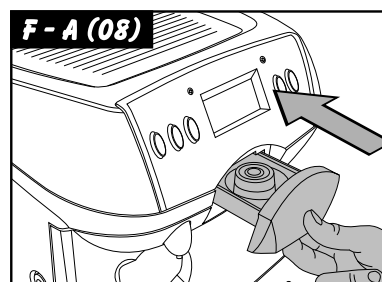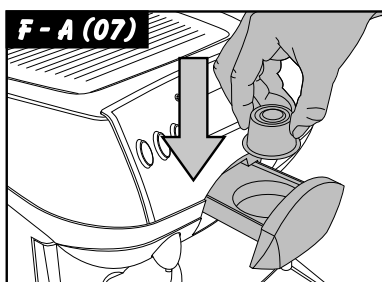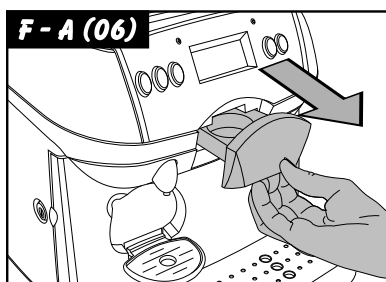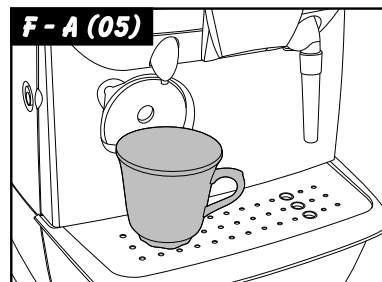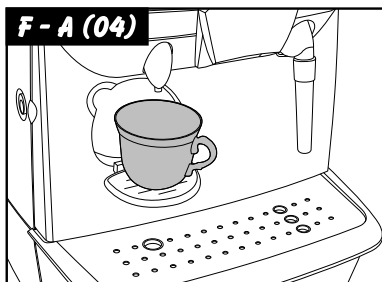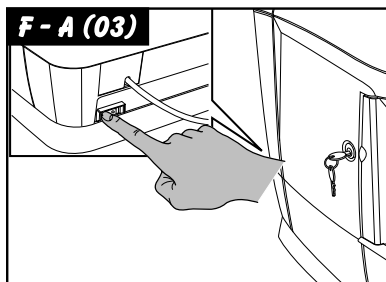
1 GENERAL INFORMATION

1.1 Intended use of the machine

This machine is designed for automatic dispensing of:
- coffee and espresso coffee brewed from capsules supplied by the service provider;
- hot beverages prepared using hot water from special steam spout;
- steam for preparing hot beverages and cappuccino.

This elegantly styled machine is designed for use in small offices and institutions.

⚠ **Important.**
Improper use shall result in forfeiture of all warranty rights and release the Manufacturer from liability for injury to persons and/or damage to property.
The following are to be considered improper use:
- **use other than the intended use and/or employing methods other than those described herein;**
- **any operation on the machine in contrast with the directions provided herein;**
- **any use after machine components have been tampered with and/or safety devices have been modified;**
- **use of capsules other than those supplied by the service provider;**
- **outdoor installation of the machine.**

In such cases the user shall be charged for any repair work on the machine.

1.2 To facilitate reading

Different types of symbols are used herein to highlight the different hazard levels or indicate who is authorised to perform an operation.

⚠⚠ **The warning triangle indicates all important instructions for the safety of the machine users. Carefully follow these indications to avoid serious injuries.**

Different symbols are used herein to indicate which operations are to be performed by each user.

User: person who uses the machine to brew products, who can supply the machine and clean it internally and externally.
Users are NOT allowed to carry out operations restricted to the Service Provider or specialised Technician.
Should users detect any machine malfunctioning and/or faults, they must contact the Service Provider.

Service Provider: person or company authorised to carry out normal installation, start-up and stopping operations of the machine.
On detecting a machine malfunctioning, the Service Provider must request the assistance of a maintenance technician.

Technician: personnel qualified to perform special maintenance and servicing on the machine.
The technician can carry out all the operations described in this instruction book without requiring explicit authorisation.

ℹ **This symbol is used to highlight information that is particularly important for ensuring optimal use of the machine.**

1.3 How to use these operating instructions

⚠ **This instruction book is an integral part of the machine and should be read carefully.**
It contains information regarding the installation, maintenance and correct use of the machine.
Always refer to this instruction book before undertaking any operation.

Keep these operating instructions in a safe place and make them available to anyone else who should use the coffee machine.

If the instruction book is lost or in a deteriorated state, immediately request another copy from your service provider.

For further information or an explanation of problems not completely or sufficiently addressed in these instructions, contact the service provider.

1.4   Machine identification

The machine is identified by the name of the model and the serial number shown on the identification plate.

The plate includes the following information:
- Manufacturer's name
- CE marking
- machine model
- Serial no.
- year of manufacture
- several engineering specifications:
    - power supply voltage (V).
    - power supply frequency (Hz).
    - electrical power consumption (W).

i **Note: when submitting any kind of request to the Service Provider, always refer to this plate and indicate the specific data reported on it.**

1.5   Technical data

Nominal voltage	
	See identification plate on the bottom of the appliance
Power rating	
	See identification plate on the bottom of the appliance
Power supply	
	See identification plate on the bottom of the appliance
Machine body material	
	Thermoplastic
Size (w x h x d)	
	300 x 420 x 450 (mm)
Weight	
	10.5 kg (approx.)
Cable length	
	1.2 m
Water tank capacity	
	5.0 Litres
Dreg drawer capacity	
	25 capsules
Capsule type	
	Supplied by service provider
Control panel	
	Front
A-Weighted sound pressure level:	
	Below 70dB
Pump pressure	
	Max 1.5MPA (15 bars)
Operating conditions	
	Minimum temperature: 10°C
	Maximum temperature: below 40°C
	Maximum humidity: below 95%
Safety devices	
	Boiler pressure safety valve
	Safety thermostat

Subject to engineering and manufacturing changes due to technological development.

The machine conforms to the European Directive 89/336/EEC (Italian Legislative Decree 476 dated 04/12/92) concerning electromagnetic compatibility.

1.6   Residual risks

The dispensing outlet has no guards to prevent accidental hand contact with coffee, hot beverages and/or steam.

2   SAFETY RULES

Never put live parts in contact with water: danger of short circuit!
Hot water and steam can cause scalding!

Intended use

This coffee machine is designed for use only in small offices and institutions.
Do not make any technical changes or use the machine for unlawful purposes since this would create serious hazards! The machine should be used only by adults in full possession of their physical and mental capacities.

Power supply

The machine must be connected to the power supply supplied by the Service provider, in accordance with the electrical system specifications.

Power cord

Never use the machine if the power cord is defective.
Immediately inform the service provider if the cord and/or plug are defective.
Do not pass the cord around corners, over sharp edges or over hot objects and keep it away from oil.
Do not use the power cord to carry or pull the machine.
Do not pull out the plug by yanking at the power cord or touch it with wet hands.
Do not let the power cord hang freely from tables or shelves.

Protecting others

Make sure that children are not allowed to play with the machine and/or with packing materials.
Never direct the jet of hot water and/or steam towards yourself or others.
Do not touch the steam spout directly with your hands, always use the handles or knobs provided.

Danger of burning

Avoid touching the steam spout and/or coffee/beverage brewing unit.

Space for use and maintenance

The machine must be installed by the service provider in accordance with the safety regulations in force at the time of installation.
Only the service provider is authorised to move the machine.
Do not use the machine outdoors.
To prevent the casing from melting or being damaged, avoid bringing open flames and/or very hot objects near the machine.
Do not use in places where the temperature may drop to a level equal to and/or lower than 0°C; if the machine has been exposed to such conditions notify the service provider, who will have to carry out a safety check.

Cleaning

Before cleaning the machine, it is indispensable to put the main switch OFF (0) and remove the plug from the socket.
Then wait for the machine to cool down. Never immerse the machine in water!
It is strictly forbidden to tamper with the inside of the machine.
Do not spray water onto the machine to clean it. The machine and its components must be cleaned and washed after the machine has not been used for a certain period.

Storing the machine

If the machine is to remain out of use for a long time, switch it off and unplug it.
Store it in a dry place out of the reach of children.
Keep it protected from dust and dirt.

⬡ **Saeco**

Servicing / Maintenance

In the event of a breakdown, fault or suspected damage after a fall, immediately unplug the machine and notify the service provider or specialised technician. Never attempt to operate a faulty machine.

Only the service provider and/or a specialised technician are authorised to perform servicing and repairs.

Fire safety

In case of fire use carbon dioxide extinguishers (CO_2). Do not use water or powder extinguishers.

3   KEY TO MACHINE COMPONENTS (FIG. 01)

1   Control panel
2   Capsule loading tray
3   Steam/hot water spout
4   Coffee/product brew group
5   Cup holder grill (small cups)
6   Cup holder grill (large cups)
7   Used capsule drawer and drip tray
8   Access hatch to dispensing outlet
9   Power cord
10 Cup stacking surface or cup warming plate (if provided)
11 Main switch
12 Water tank
13 Water tank cover

3.1   Description of control panel (Fig.02)

14 Espresso button	When this button is pressed the machine will brew an espresso coffee (quantity programmed by the service provider).
15 Coffee button	When this button is pressed the machine will brew a coffee (quantity programmed by the service provider).
16 Long coffee button	When this button is pressed the machine will brew a long coffee (quantity programmed by the service provider).
17 LCD Display	It displays the machine status and any alarms, and guides the user in the operation of the machine.
18 Hot water button	When this button is pressed for 1 second, the machine will instantly dispense hot water.
19 Steam button	When this button is pressed for 1 second, the machine will instantly dispense steam.
20 Steam button AND hot water button	By pressing these 2 buttons contemporarily, it is possible to scroll the languages supported by the machine. To set a language, release the 2 buttons when the desired language is displayed.

4   USE OF THE MACHINE

4.1.   Filling the water tank

Before starting up the machine, it is necessary to fill the water tank with fresh drinking water.

⚠ **Warning! Carefully wash the water tank before first use. The tank should be filled only with fresh drinking water. Hot or carbonated water or other liquids will damage the machine.**

Using the key supplied with the machine, open the cover of the water tank and lift it off.

• 26 •
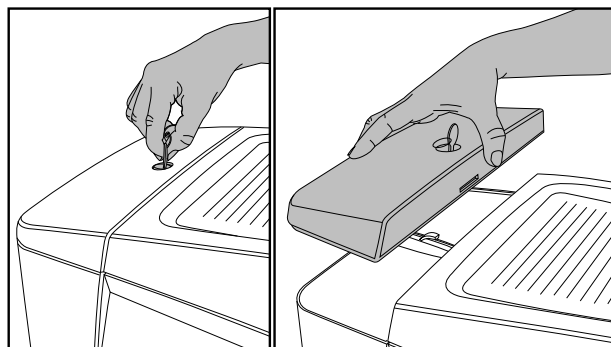
Lift out the tank using the handle provided.

Fill the tank with fresh drinking water.

⚠ **When filling the tank, never exceed the maximum level as indicated by the arrow.**

After filling the water tank, set it back in place, taking care to position it correctly; in this manner the valve situated at the bottom will open and allow the machine to operate properly.

Replace the cover on the water tank.

Lock the cover in place using the key provided.

Now the machine is ready to be switched on and to dispense beverages.

4.2.   Switching on the machine

⚠ **Warning! Only the service provider is authorised to make the connection to the mains power supply!**

Before switching on the machine, make sure the plug is properly inserted in the electric socket.

To switch on the machine, move the main switch on the back of the machine to "I" (Fig. 03).

The display will show:

```
Saeco Office One
▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓
Heating▓▓▓▓▓▓▓▓
Wait please...▓▓
```

At this time the machine is warming up.

When the machine reaches the right temperature for dispensing the beverage, the display will show:

```
Saeco Office One
▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓
Ready▓▓▓▓▓▓▓▓▓▓▓
Insert pod▓▓▓▓▓▓
```

Now the machine is ready to brew coffee, or dispense hot water and/or steam.

4.3 Display language selection

The machine is designed to display the messages in several languages.

By pressing the buttons (18) and (19) contemporarily, it is possible to scroll the languages supported by the machine. To set a language, release the 2 buttons when the desired language is displayed, for example:
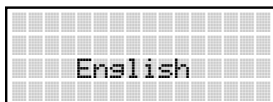
```
English
```

The display now shows the messages in the selected language.

i Note: the language can be selected at any time while the machine is operating, except during dispensing of hot water or steam.

4.4. Using cups, mugs and glasses

⚠ Warning! Do not use containers that stick out from the edge of the grills they are resting on.

The machine is designed to correctly dispense beverages in small cups and/or larger-sized containers.

The cups and/or mugs must be correctly positioned beneath the brew group.

i Note: if the cups and/or mugs are not correctly positioned beneath the brew group, the beverage may spill out of its container.

When using small cups, lower the upper cup holder grill (Fig. 04).

When using larger cups, mugs and/or glasses, use the lower grill; gently lift the upper cup holder (Fig. 05).

4.5. Loading the capsules

⚠ Warning! To prepare the desired beverages, use only capsules supplied directly by the service provider.
Each capsule is designed and made to prepare a single serving.

⚠ Do not use capsules other than those supplied by the service provider, coffee beans, preground and/or freeze-dried coffee.
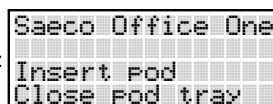
⚠ Do not reuse the same capsule to prepare two or more beverages.

To insert a capsule, it is necessary to open the loading tray.

i Note: for machines equipped with "Tag Reader", please see also chapter 5.

To open the tray, pull it out completely (Fig. 06).

The display will show:
```
Saeco Office One

Insert pod
Close pod tray
```

⚠ Warning! Do not attempt to force it out beyond the limit.

Take a single capsule by hand and place it in the depression in the tray (Fig. 07).

⚠ Warning! The capsule must be positioned as shown in the picture.

i Note: the capsule must be fitted into place without using any further tools; after the first brewing cycle, the capsule can no longer be extracted.

When the capsule is correctly positioned, close the tray (Fig. 08).

The display will show:
```
Saeco Office One
Ready
Select product
```
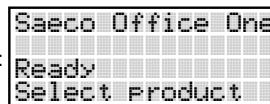
⚠ Warning! If you meet with any resistance when closing the tray, check the position of the capsule.

⚠ It is forbidden to place fingers or any objects other than capsules supplied by the service provider inside the tray.

Now the capsule has been inserted and the user is prompted to select the desired beverage (Fig. 09).

4.6. Coffee/beverage dispensing

Before dispensing a coffee/beverage make sure that:
1. the machine has warmed up and is ready for use (see section 4.2);
2. the capsule has been correctly positioned;
3. a cup and/or mug suitable for the selected product is placed beneath the brew group.

Espresso brewing (Fig. 10)
Press the espresso button. The machine will automatically brew the coffee. On reaching the quantity programmed by the service provider, the machine will automatically stop brewing.

Coffee brewing (Fig. 11)
Press the coffee button. The machine will automatically brew the coffee. On reaching the quantity programmed by the service provider, the machine will automatically stop brewing.

Long coffee brewing (Fig. 12)
Press the long coffee button. The machine will automatically brew the coffee. On reaching the quantity programmed by the service provider, the machine will automatically stop brewing.

After the beverage has been selected, the machine will carry out a prebrewing cycle.

The display will show:
```
Saeco Office One

Prebrewing
Wait please...
```
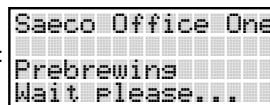
i Note: the coffee brewing can be stopped at any time by pressing one of the 3 coffee buttons available.

```
Saeco Office One
Short Product
Press a key
to end
```
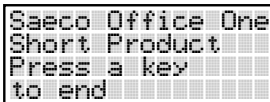
On completion of the brewing operation the display will show:

```
Saeco Office One

End brewing
Wait please...
```
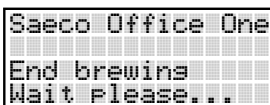
The machine will automatically discharge the used capsule into the dreg drawer and be ready for the next brewing cycle.

⊘ Saeco

4.7. Emptying the dreg drawer

i **Note: this operation must only be carried out when the machine is on.**

The machine will signal when the dreg drawer has filled to capacity.

The first message warns the user that the dreg drawer must be emptied, but the machine will still allow coffee to be brewed; the display will show:

```
Saeco Office One
Ready
Empty dregdrawer
```

If the drawer is not emptied of used capsules, after a few brewing cycles the machine will be disabled; in this case the display will show:

```
Saeco Office One
Empty
dreg drawer
```

Before coffee can be brewed again, the dreg drawer must be emptied of used capsules (Fig. 17 - Fig. 18 - Fig. 19).

When the dreg drawer is removed and emptied, the display shows:

```
Saeco Office One

Wait please...
```

i **Note: if the dreg drawer is inserted now, the machine will not enable coffee brewing.**

i **Note: the dreg drawer contains also liquid residues as a result of dripping after coffee or other beverages have been dispensed; liquids and capsules must be disposed of separately, as appropriate (Fig. 19).**

⚠ **Make sure that the grill and the capsule drawer are correctly positioned before reinserting the dreg drawer in the machine.**

It is possible to insert the dreg drawer in the machine only when the display shows:

```
Saeco Office One
Insert
dreg drawer
```

After emptying the dreg drawer, fit it back in place; the display will show:

```
Saeco Office One
Ready
Insert pod
```

The machine is now ready to make coffee.

⚠ **Warning! Supplied capsules used with the machine are single-serving capsules to be used for the preparation of one beverage only. Do not use the same capsule to prepare more than one beverage**

4.8. Dispensing hot water (Fig.13)

⚠ **Danger of scalding! Dispensing may be preceded by short sprays of hot water and/or steam. The steam spout may reach high temperatures: do not touch it with bare hands.**

i **Note: if there is a capsule in the capsule loading tray in the coffee brewing position, it is not possible to dispense hot water.**

Before dispensing hot water make sure that:
1. the machine has warmed up and is ready for use (see section 4.2);
2. the steam/hot water spout is directed over the big cup holder grill.

Place a container under the steam/hot water spout (Fig. 13).

Press the hot water button for 1 second (Fig. 14) and, in a short time, hot water will come out of the steam spout. The display will show:

```
Saeco Office One
Hot water
Press a key
to end
```

Press the button again (Fig. 14) to stop dispensing.

If necessary, clean the steam spout with a wet cloth.

4.9. Dispensing steam (Fig. 15)

i **Steam can be used to froth milk for cappuccino and also to heat beverages.**

⚠ **Danger of scalding! Dispensing may be preceded by short sprays of hot water. The steam spout may reach high temperatures: do not touch it with bare hands.**

i **Note: if there is a capsule in the capsule loading tray in the coffee brewing position, it is not possible to dispense steam.**

Before dispensing steam make sure that:
1. the machine has warmed up and is ready for use (see section 4.2);
2. the steam spout is directed over the big cup holder grill.

Place a container under the steam/hot water spout (Fig. 13).

Press the steam button for 1 second (Fig. 16) for a few seconds to discharge any water left in the steam spout; in a short time, only steam will come out of the spout. The display will show:

```
Saeco Office One
Steam
Press a key
to end
```

Press the button again (Fig. 16) to stop dispensing.

Remove the glass with the water discharged from the steam spout.

Place the cup containing the beverage under the steam spout (Fig. 15); press the steam button for 1 second (Fig. 16).

i **When preparing cappuccino, use only cold milk for best results.**

Move the cup slowly up and down in a circular motion to heat and/or froth evenly.
After using the steam for the desired amount of time, press the button (Fig. 16) to stop dispensing.

After this, clean the steam spout with a wet cloth.

5 LOADING CAPSULE CREDITS

ℹ Note: this paragraph only applies if the provided machine is equipped with the "Tag Reader" system (credit control). This system cannot be disabled.

The machine is designed to control dispensing by means of a credit system. The number of beverages dispensed is limited to the number of capsules supplied by the service provider.

When all credits - and hence, capsules - have been consumed, it will no longer be possible to dispense products from capsules.

The residual credits are displayed every time the capsule loading tray is opened; in this case the display shows, for example:

```
Saeco Office One
Credits      250
Insert pod
Close pod tray
```

ℹ Note: the dispensing of hot water and steam is not subject to credit, and is always available, provided there is water in the tank.

Each service provider decides autonomously how to manage credit settings and recharging to enable the use of the machine.

The capsule containers come with an electronic system to program the number of credits (same as the number of capsules) contained inside.

To program the new credits supplied by the service provider:
1 make sure that the machine has warmed up and is ready for use (see section 4.2);
2 make sure the container with the newly supplied capsules is within reach;
3 check which side of the box contains the label for loading the credits;
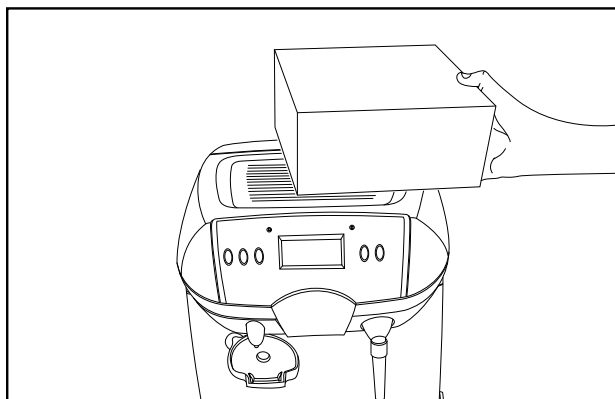
4 position the side of the container with the label as shown in the figure, matching the label with the symbol on the appliance;
5 the machine will automatically load the credits; the display will show the total number of credits (including the new ones) and the number of credits added:

```
Saeco Office One

Credits      xxx
Added        xxx
```

ℹ Note: the first recharging attempts on a new system may be unsuccessful. If recharging has not been successful, repeat the operations 3 to 5. If, after various attempts, the operation is not successful, contact the service provider.

6 CLEANING THE MACHINE

To ensure that the machine delivers optimal performance and dispenses beverages of the best quality, carefully abide by the instructions contained herein.

⚠ Warning. Before undertaking any maintenance and/or cleaning operation, switch off the machine, unplug it and wait for it to cool down.

ℹ Non-removable components and the machine itself must be cleaned, when not differently specified, only by using cold or lukewarm water, with a non-abrasive sponge and a damp cloth.

- Cleaning operations should be carried out only when the machine is cold and disconnected from the power supply.
- Use a soft cloth moistened with water to clean the appliance.
- Do not spray water directly onto the machine.
- Do not immerse the machine in water or place any of its parts in a dishwasher.
- Do not use sharp objects or harsh chemical products (solvents) for cleaning.
- Do not dry the machine and/or its components using a microwave and/or conventional oven.
- All the parts requiring cleaning are easily accessible so no tools are needed.
- Regular maintenance and cleaning will keep the machine in good working order for longer as well as ensuring compliance with basic hygiene standards.

⚠ Important. The machine should undergo maintenance at the frequencies shown in the scheduled maintenance table in section 6.1 of this instruction book.

6.1 Frequency of cleaning

To ensure that the appliance performs efficiently, it is recommended to carry out the cleaning and maintenance operations described in the table below.

Operation to be performed	When signalled	When the water tank is filled or weekly
Emptying and cleaning the dreg drawer	Yes	Yes
Cleaning the capsule loading tray	-	Yes
Cleaning the water tank	-	Yes
Steam/hot water spout	-	Yes
Brew group	-	Yes

⚠ Warning. Always clean the machine and its components once a week.

ℹ The machine and its components must be cleaned and washed after the machine has not been used for a certain period.

ENGLISH

6.2 Cleaning the water tank

The water tank must be cleaned every time it is to be refilled.
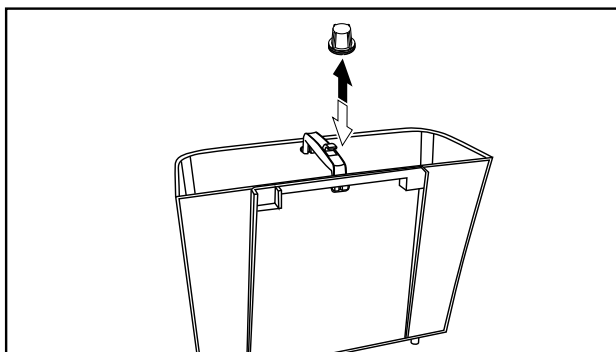
On such occasions the condition of the filter inside the tank must also be checked.

The filter can be cleaned with lukewarm water.

Turn slightly to fit the filter back in place.

6.3 Cleaning the dreg drawer

The dreg drawer must be emptied and cleaned every time the machine indicates to do so. For directions on how to carry out this operation see section 4.7.

In addition, whenever maintenance is performed on the machine, it is a good idea to remove and clean the dreg drawer accordingly.
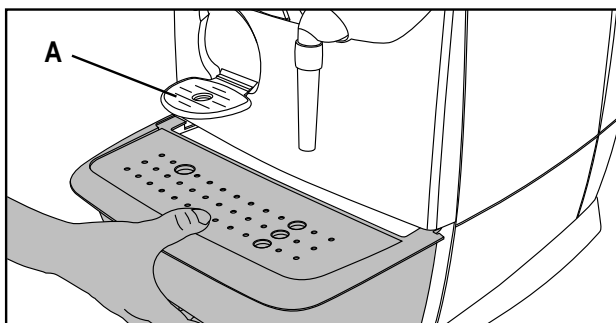
On such occasions it is also recommended to clean the cup and mug holder grills.

Check that the cup holder (A) can lift freely without impediments.

6.4 Cleaning the capsule loading tray

Check the condition of the capsule tray and if necessary clean it using a cloth dampened with water.

⚠ **Warning. Do not use detergents to clean the tray, as it may be difficult to remove detergent residues.**
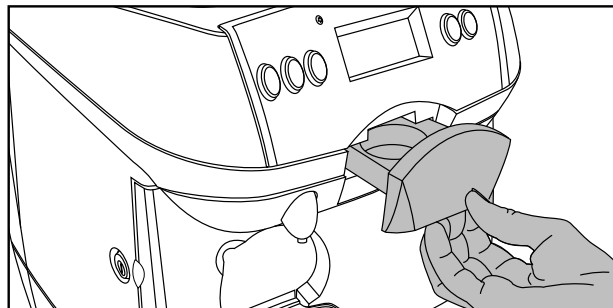
Check that the tray slides smoothly and easily.

6.5 Cleaning the steam/hot water spout
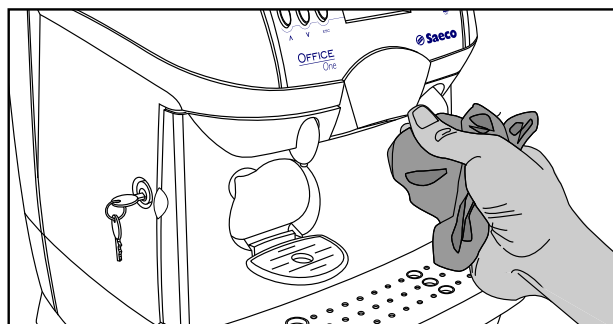
Check the condition of the steam spout (4) and wipe it clean with a damp cloth.

To clean the steam spout more thoroughly, remove the end part.
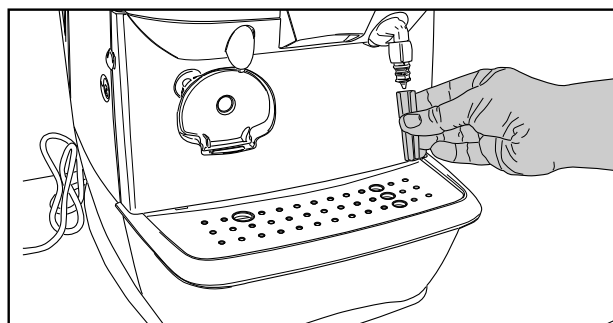
To remove the end part of the steam spout, pull it downwards and gently turn it.

Wash the end part with lukewarm water. Make sure no traces of dirt are left inside.

6.6   Cleaning the brew group

⚠ **Warning. The brew group contains sharp components to perforate the capsules. Care should be taken when cleaning this part of the machine.**
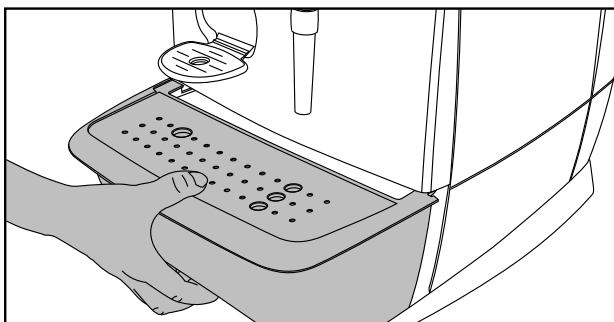
The brew group must be cleaned weekly. This ensures the machine's optimal performance. To clean the brew group proceed as follows:

Remove the dreg drawer from the machine
Using the key supplied with the machine, unlock the service door.
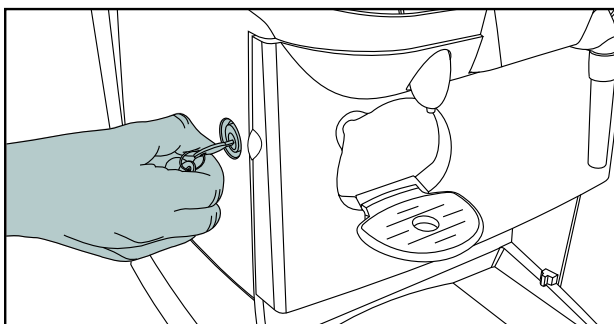
Using the release lever, unlock the service door.
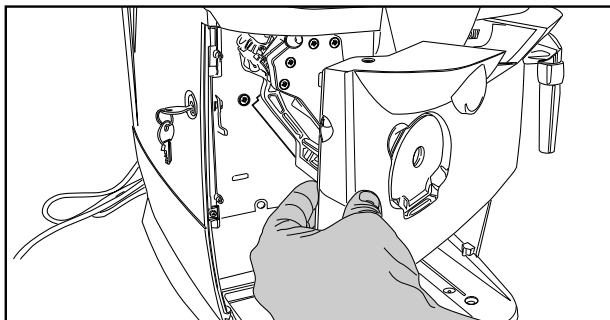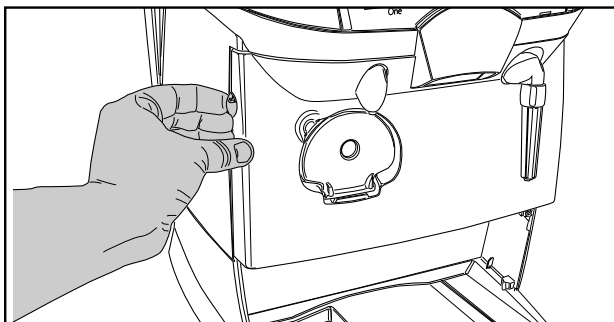
After unhooking the door, open it manually as shown in the figure.

Press the PUSH button and pull out the brew group.
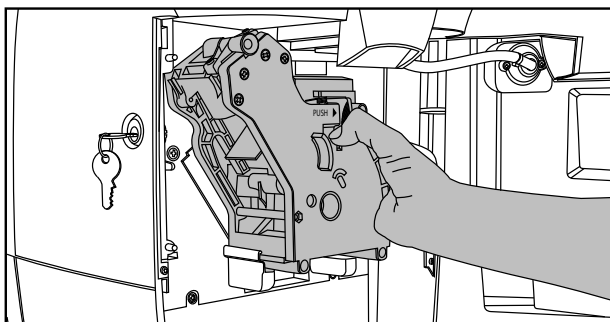
Clean with hot water and no detergents.

⚠ **Do not wash the brew group in a dishwasher.**

After washing the brew group, return it to its position. Firmly push the brew group into place, without using the PUSH button.

7   DESCALING

Scale normally forms inside the appliance with use. When the machine needs descaling, the display will show:

```
Saeco Office One

Ready
Please descale
```

In this case the machine can still be used normally to make coffee. Notify the service provider, who will carry out a descaling treatment.

ℹ **Note: only the service provider is authorised to descale the machine.**

ℹ **The machine must be descaled as soon as possible in order to guarantee its correct operation and a considerable energy saving.**

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8   MACHINE SIGNALS AND WARNINGS

This section describes all the messages the machine displays to the user and which actions can and/or must be performed by the user.

Display	Meaning	Actions
Saeco Office One Self test Wait please...	The machine is checking its components.	Wait for the check to automatically end.
Saeco Office One Heating Wait please...	The machine is warming up.	Wait for this phase to automatically end.
Saeco Office One Rinsing Wait please...	The machine is rinsing the circuits with fresh water.	Wait for the rinse cycle to automatically end.
Saeco Office One Ready Insert pod	The machine is ready to brew coffee.	You can dispense a coffee/beverage.
Saeco Office One Insert pod Close pod tray	The capsule loading tray has been opened.	Place a capsule in the tray and close it. Close the tray without capsules.
Saeco Office One Ready Select product	The tray has been closed with a capsule inserted.	Dispense the beverage.
Saeco Office One Hot water Press a key to end	The machine is dispensing hot water.	Stop dispensing manually by pressing the hot water button.
Saeco Office One Steam Press a key to end	The machine is dispensing steam.	Stop dispensing manually by pressing the steam button.
Saeco Office One Prebrewing Wait please...	The machine is performing the prebrewing cycle and stops dispensing the product.	Wait for the dispensing of the product to automatically restart.
Saeco Office One Short Product Press a key to end	The machine has started the dispensing cycle.	Wait until the machine automatically stops dispensing the beverage. Manually stop dispensing by pressing any button.
Saeco Office One End brewing Wait please...	The machine has finished dispensing the beverage and is being set in ideal conditions for carrying out the next brewing.	
Saeco Office One Insert dreg drawer	The dreg drawer has been removed from its place.	Insert the dreg drawer.
Saeco Office One Ready Fill with water	The machine warns of the need to fill the water tank but still allows beverages to be dispensed.	Fill the water tank of the machine
Saeco Office One Fill Water tank	The water tank is empty.	Fill the water tank of the machine
Saeco Office One Close door	The front service door is open.	Make sure the door is closed. If the door is closed, contact the service provider.
10:45 22 Dec 04 Out of service XX Call Service	There is a fault in the machine.	Call the service provider.
Saeco Office One Ready Low credit	**Only for machines with "Tag Reader".** The machine is warning the user that the credit for dispensing product is about to run out.	Contact the service provider and purchase new capsules.

Display	Meaning	Actions
Saeco Office One Ready No credit	**Only for machines with "Tag Reader".** The supply of capsules has run out so that no beverages can be dispensed.	Contact the service provider and purchase new capsules.
Saeco Office One Ready Please descale	The machine warns of the need to carry out a descaling cycle but still allows beverages to be dispensed.	Call the service provider.
Saeco Office One Ready Empty dregdrawer	The machine warns of the need to empty the dreg drawer but still allows beverages to be dispensed.	While the machine is switched on but not working, pull out the dreg drawer and empty it of used capsules.
Saeco Office One Empty dreg drawer	The dreg drawer must be emptied. It is no longer possible to dispense beverages.	While the machine is switched on but not working, pull out the dreg drawer and empty it of used capsules.
Saeco Office One Wait please...	The dreg drawer has been removed after a signal of the machine.	Empty the dreg drawer. As long as this message is displayed, do not insert the dreg drawer.
Saeco Office One Brewing interrupted Wait please...	The machine has interrupted the dispensing cycle.	A signal has caused the machine to interrupt the dispensing cycle.Contact the Service provider, if necessary.
Saeco Office One Energy saving Press a key to start	The machine is in energy saving mode.	Press a button or open the capsule loading tray to start the machine.
Saeco Office One Loading Water Wait please...	The machine is priming the water circuit.	Wait for this operation to terminate successfully.

Problems	Causes	Solutions
The machine does not turn on.	The machine is not connected to the power supply.	Contact the Service provider.
	The ON/OFF switch has not been pressed.	Turn on the machine by pressing the ON/OFF switch.
The machine does not work.	No message on the display.	Contact the Service provider.

9   HANDLING AND STORAGE

All the operations described in section 9 must be performed exclusively by your service provider or a specialised technician, who must organise all the operating sequences and use suitable means to ensure strict compliance with current safety regulations.

9.1   Handling

During transport and handling, the machine must remain in an upright position according to the indications shown on the packing container.
The machine must be lifted and positioned with care.
Do not shake it.

Make sure that nobody is standing within range of the load during lifting and handling operations. In difficult conditions, additional personnel should be assigned to oversee the manoeuvres to be carried out.

9.2   Storage

The machine must be kept in the following storage conditions:
- minimum temperature: above 4°C.
- maximum temperature: below 40°C
- maximum humidity: below 95%

The machine is packed in cardboard containers with expanded polystyrene.

Warning. Given the total weight of the packing container, it is forbidden to stack more than three machines. The machine must be stored in its original packing in a NON-humid, NON-dusty place.

10   INSTALLATION

All the operations described in section 10 must be performed exclusively by the service provider or a specialised technician, who must organise all the operating sequences and use suitable means to ensure strict compliance with current safety regulations.

10.1   Safety rules

- Carefully read the entire instruction book.
- The connection to the mains power supply must be carried out in accordance with the safety regulations in force in the user's country.
- The machine must be connected to a socket which is:
  - compatible with the type of plug installed on the machine;
  - suitably sized to comply with the ratings shown on the machine identification plate.
  - efficiently earthed.
- The power cord must not:
  - come in contact with any type of liquid: electric shock and/or fire danger;
  - be crushed and/or come in contact with sharp surfaces;
  - be used to move the machine;
  - be used if damaged;
  - be handled with damp or wet hands;
  - be wound in a coil when the machine is being operated.
  - be tampered with.
- It is forbidden to:
  - Install the machine outdoors and other than as directed in Section 10.
  - Install the machine in areas where jets of water could be used.
  - Disconnect the safety devices installed by the manufacturer.
  - Use the machine in proximity to inflammable and/or explosive substances.
  - Leave plastic bags, polystyrene, nails etc. within children's reach, as they are sources of potential danger.
  - Allow children to play near the machine.
  - Use spare parts not recommended by the manufacturer.
  - Make any technical changes to the machine.
  - Immerse the machine in any type of liquid.
  - Wash the machine with a spray of water.
  - Use the machine in any manner other than as directed in this instruction book.
  - Install the machine on top of other appliances.
  - Use the machine in an explosive or aggressive atmosphere or where there is a high concentration of dust or oily substances suspended in the air;
  - Use the machine where there is a potential fire hazard;
  - Use the machine to dispense substances that are incompatible with the characteristics of the machine itself.
- Before cleaning the machine, make sure it is unplugged. Do not wash it with petrol and/or solvents of any kind.
- Do not place the machine near heating equipment (like stoves or radiators).
- In case of fire use carbon dioxide extinguishers (CO_2). Do not use water or powder extinguishers.
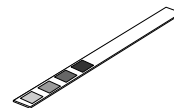
10.2.   Stop functions

The machine is stopped using the main switch.

10.3.   List of supplied accessories

Manual: instructions for operating the machine.

Water hardness test: quick test for determining the actual hardness of the water used to prepare beverages; this test is of fundamental importance for setting the water hardness in the machine.

Key to access the water tank and access hatch to dispensing outlet: used to prevent unauthorised personnel from accessing the water tank.
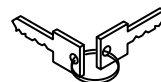
10.4.   Installation-Siting

It is forbidden to install the machine outdoors or in places where jets of water or steam are used.

The presence of magnetic fields or vicinity of electrical equipment that generates disturbance may cause the machine electronic control system to malfunction.

Important.
With temperatures near 0°C, the internal parts containing water are subject to freezing.
Do not use the machine in such conditions.

To ensure that the machine works properly and efficiently, the following conditions are recommended:
- room temperature: 10°C ÷ 40°C
- maximum humidity: 90%.
- the site should be duly prepared for installation of the machine;
- the machine should rest on a level, solid and firm surface; the surface the machine rests on should incline by no more than 2°;
- the machine should be installed in an adequately lit, ventilated, hygienic location and the electric socket should be within easy reach.

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⚠ **Adequate clearance must be provided to allow users to freely access the machine and plug and leave the area immediately in case of need.**

The illustration shows the minimum spaces for accessing:
• the control panel on the front part
• the components that may require servicing in case of machine malfunctioning.

sizes in millimeter
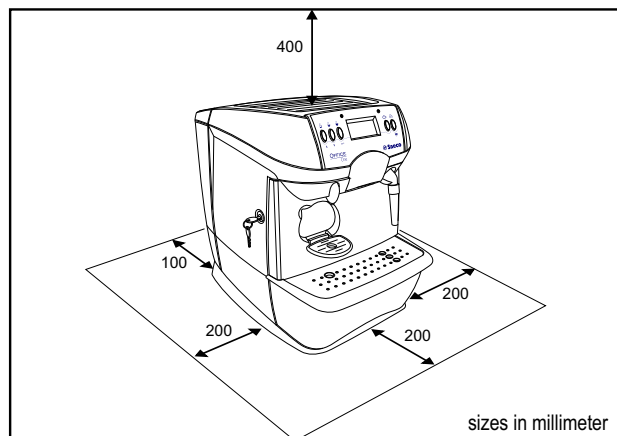
After positioning the packing container near the installation site, proceed as follows:
• make sure that the original packing container is closed and intact and has not been tampered with during transport;
• open the packaging;
• check the condition and model of the packed machine;
• check the contents of the bag of accessories enclosed with the machine (see "10.3 List of supplied accessories");
• remove the machine from its original packaging;
• free it from any remaining packaging material;
• then lift the machine and position it in the site prepared beforehand.

10.5. Disposal of packaging materials

After the packaging has been opened, the packaging materials should be separated according to type and disposed of in accordance with the regulations in force in the user's country.

ℹ **We recommend keeping the packaging for future conveyance or transport.**

10.6. Electrical connection

⚠ **This operation should be performed only by specialised technical personnel or by the service provider.**

The machine is designed to operate with single-phase voltage: the voltage rating is shown on the identification plate (1.4 Machine identification).

Before plugging in the machine, make sure that the ON/OFF switch is positioned on "0".

The Service provider makes and is responsible for the electrical connection of the machine.

The machine must be connected to the power supply via the plug installed on the power cord, bearing in mind:
• The laws and technical standards in force at the time of installation;
• The technical data shown on the plate on the side of the machine.

⚠ **Warning: the electrical socket which the machine is connected to must be situated within convenient reach of users, so that they can easily disconnect the machine from the mains power supply when necessary.**

⚠ **It is forbidden:**
• **to use extension cords of any type.**
• **to replace the original plug.**
• **to use adapters.**

10.7. Setting water hardness

This function allows you to set the degree of water hardness so that the machine will signal the need for a descaling treatment at the right time.

⚠ **Warning. To make this setting, carefully read the directions provided in section 11.**

The hardness of tap water may vary depending on the region.

For this reason, the appliance can be set according to the water hardness in the place where it is to be used, expressed on a scale of 0 to 4.

The appliance is factory set to a standard value (hardness 1).

The setting should be adjusted according to the amount of lime present, or to the level of hardness of the water supply, which can be measured using the strip provided with the machine.

Briefly dip (1 second) the provided strip in water and shake it gently.
After one minute the test results can be read on the strip.
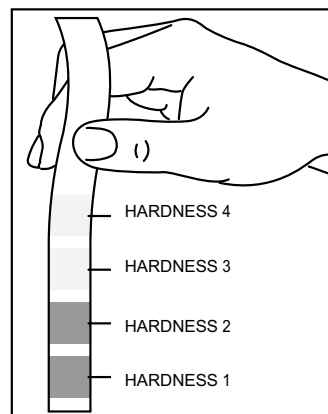
HARDNESS 4 (hard)
HARDNESS 3 (medium)
HARDNESS 2 (soft)
HARDNESS 1 (very soft)
HARDNESS 0 (descale control disabled)

After completing the test, set the corresponding value on the machine.

10.8.   "Aqua Prima" Filter (optional)

For perfect coffee, water is no less essential than the right roast level.
It has to be clear and fresh.

Thanks to its revolutionary system, the Saeco "Aqua Prima" filter purifies tap water, eliminating all harmful substances without holding back important minerals.
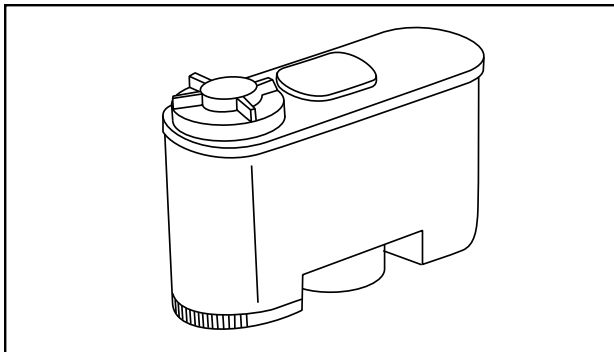
⚠ **The "Aqua Prima" filter must be replaced when the machine signals to do so.**

⚠ **Before descaling, the "Aqua Prima" filter must be removed from the water tank.**

To install the "Aqua Prima" filter, proceed as follows:
1   remove the water tank and empty it.
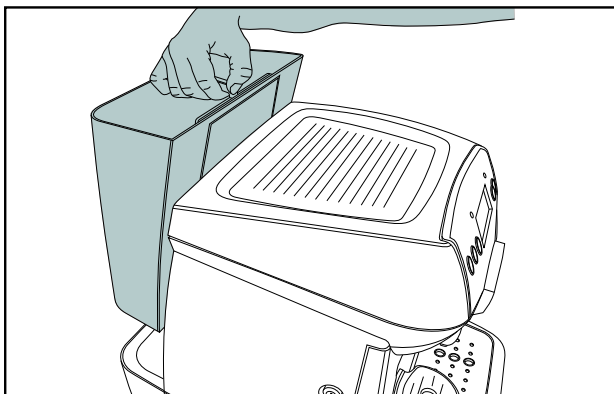
2   remove the "Aqua Prima" filter from its package and set the calendar to the current month;
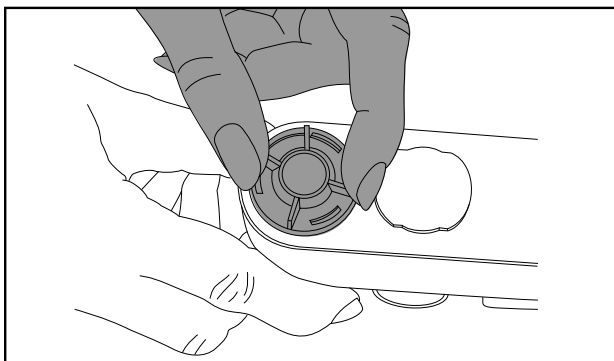
3   insert the filter in the water tank; position the reference mark so that it corresponds to the slot;
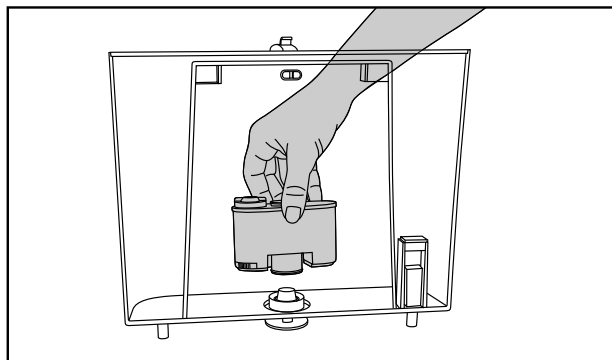
4   insert filter and push fully as you make light oscillating movements;
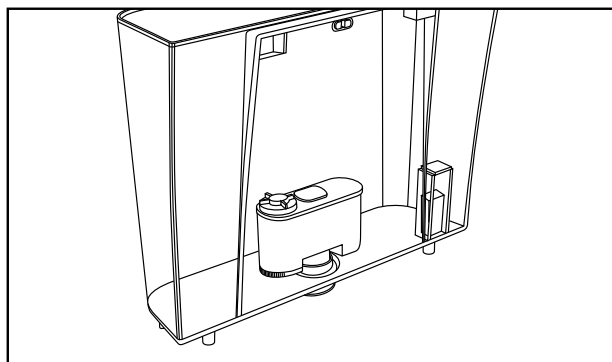
5   fill the tank with fresh drinking water;
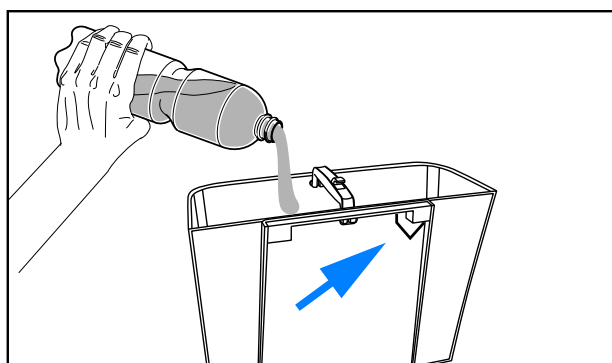
6   go to the programming menu and enable the filter replacement control;
7   go to the service menu and run the filter rinse cycle. Water will be washed through to remove any impurities.

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Go to the service menu as directed in section 11.1 and display the filter rinse menu.

```
2.5.
Filter cleaning
```
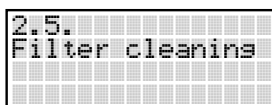
Using the appropriate controls, select "YES" to run the filter rinse cycle.

```
2.5.
Filter cleaning
                Yes
```
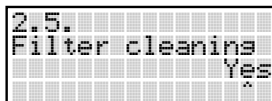
⚠ **Note: the rinse cycle cannot and must not be interrupted.**

The machine brings the brew group to the working position and dispenses water from the coffee spout.
The display will show:

```
Filter cleaning
in progress

Wait please...
```
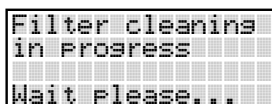
The machine dispenses enough water to thoroughly rinse the new "Aqua Prima" filter.

When the machine has finished rinsing the filter, the display will show:

```
2.5.
Filter cleaning
```
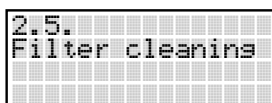
Exit the service menu. The machine will go back into the normal operating mode.
Empty the dreg drawer of the filter rinse water.

i **Note: set machine to the water hardness value which is immediately below the measured value. If 3 squares changed in colour, then the value to be set is 2.**

ADDITIONAL INFORMATION FOR A CORRECT USE OF THE "AQUA PRIMA" FILTER

In order to ensure a correct use of the "Aqua Prima" filter, please observe the following recommendations:
1. Store the "Aqua prima" filter in a cool place away from the sun, at a temperature between +5°C and +40°C;
2. Use in areas with temperature not higher than 60°C.
3. It is advisable to wash the "Aqua prima" filter if the machine has been inactive for 3 days or more;
4. Replace filter if the machine has been inactive for 20 days or more;
5. To preserve a filter that has already been opened, place in a plastic airtight bag and store in the refrigerator; do not store in freezer, as this will alter the properties of the filter;
6. Before using the filter, place in the water tank for 30 minutes;
7. Once removed from its package, do not store filter in the open air;
8. The filter must be replaced within 60 days after it has been removed from its package, or after it has filtered 60 litres of drinking water.

11   PROGRAMMING THE MACHINE

All the operations described in section 11 must be performed exclusively by the service provider or a specialised technician, who must organise all the operating sequences and use suitable means to ensure strict compliance with current safety regulations.

The specialised technician or service provider can change some machine operating parameters according to the personal needs of users.

There are two menus that can be used:
1   Programming menu;
2   Service menu.

11.1   Programming menu and service menu

To access the programming menu and the service menu, proceed as follows:
1   Turn off the machine by pressing the ON/OFF switch,
2   Press the espresso button and simultaneously turn the machine back on by pressing the main switch.
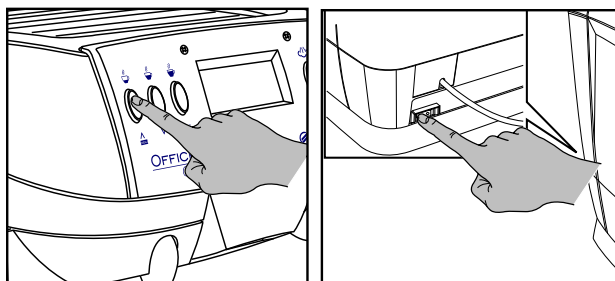
Sections 11.3 and 11.4 list all of the functions available in these menus.

⚠ **The menus must be PASSWORD protected.**

⚠ **The preset PASSWORD (default 0000), must be modified during the machine initialisation phase to prevent access of unauthorised personnel. It is necessary to modify the password for both the service and the programming menu.**

Using the appropriate controls, select:

1. Programming menu	Access to the programming menu (password is requested).
2. Service menu	Access to the service menu (password is requested).
3. Exit	Allows exiting the machine programming

11.2   Programming controls

When you access the machine programming or service menu, the keys take on different functions.

"Page up/edit" key
This key enables you to:
1   browse the pages of a menu;
2   change parameters once they have been made editable with the **"OK"** key.
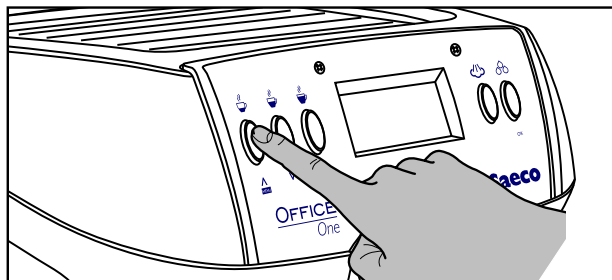
"Page down/edit" key
This key enables you to:
1   browse the pages of a menu;
2   change parameters once they have been made editable with the **"OK"** key.
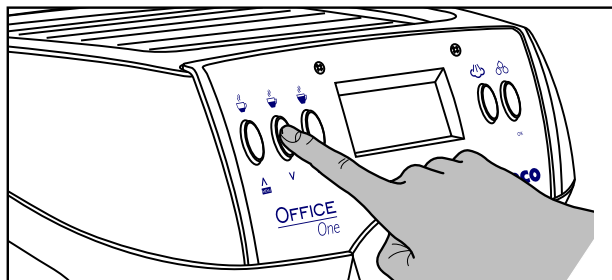
"OK" (ENTER) key
This key enables you to:
1   select the function displayed;
2   make a parameter/value editable;
3   confirm a parameter/value once it has been made editable.

"ESC" key
This key can be pressed to exit without saving changes to the edited or selected parameter.

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11.3 • Description of the programming menu

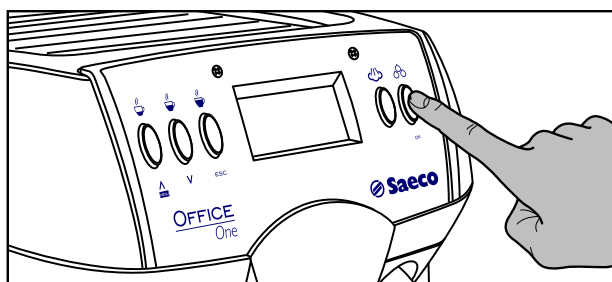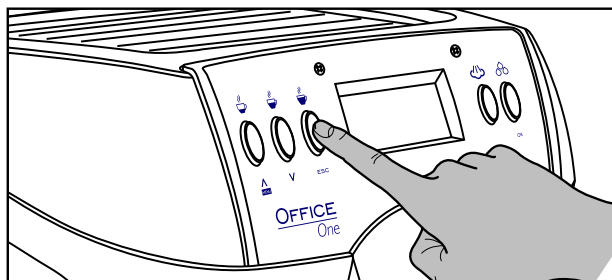| 1. Program. menu			Press ENTER to access Programming menu mode
Password	Insert password	Default value: **Default: 0000**	Programming menu mode access password (4 digits)
1.1. Identification	1.1.1.Admin/Filial PIN **Default 00000**		It identifies the Administrator and Subsidiary Code: Numerical value from 0 to 65535. With the Tag Reader appliance model this code will be matched with the code stored in the Tags.
	1.1.2. Model		(Read only) It identifies the appliance model.
	1.1.3. Version		(Read only) It identifies the appliance software version.
	1.1.4. Point of sale: **Default 00000**		It identifies the sale point: Numerical value from 0 to 65535
1.2. Setup	1.2.1. Std temperature **Default: 100°C**		Boiler working temperature (expressed in centigrade degrees) when the appliance is "ready" to work. range: 90-105.
	1.2.2. Prog. doses	1.2.2.1. Short prod. dose **Default: 130**	Product short quantity (it's a numerical parameter without physical equivalent, e.g. cc)
		1.2.2.2. Medium prod. dose **Default: 180**	Product medium quantity (this is a numerical parameter without any physical equivalent, e.g. cc).
		1.2.2.3. Long prod. dose **Default: 400**	Product long quantity (it's a numerical parameter without physical equivalent, e.g. cc)
	1.2.3. Pre-brewing **Default: Medium**		Pre-brewing time: No, Short, Medium, Long.
	1.2.4. Rinsing **Default: No**		**Yes** enables rinsing process: The process starts when the boiler reaches the ready temperature after appliance power on. this process starts only if the boiler temperature is lower than 50°C at the power on of the appliance
	1.2.5. Descaling	1.2.5.1. Water hardness **Default: 1**	**Range 0-4.** 0 disables descaling check function. With hardness 1, 2, 3 and 4 the descaling check function is enabled and the alarm appears after about 120, 90, 60, 30 litres respectively
		1.2.5.2. Descalc. warning **Default: Yes**	**Yes** enable descaling alarm signal on display
	1.2.6. Warning filter **Default: No**		**Yes** enable softener filter cleaning message on display. When activated the alarm appears after about ca. 60 lt., in any case after 60gg.
	1.2.7. Credits	1.2.7.1 Credit check	(Read Only) **Yes:** Appliance working by checking the remaining credits **No:** No credits check is enabled
		1.2.7.2 Credits warning **Default: Yes**	**"Yes"** enables: - display of the credit alarm on reaching the minimum preset credit quantity; - display of the "no credit" alarm, when credits have been used up.
		1.2.7.3 Loads credits **Default: 000**	Number of credits to insert: Range 0 - 256
	1.2.8. Payment syst	1.2.8.1 Enable system **Default: No**	**Yes** enables payment system use. This function can be enabled only if the appliance is provided with a PCB for stepper coin slot management.
		1.2.8.2 Display credit **Default: No**	**Yes** enables credit display of the stepper coin slot. This function can be enabled only if the appliance is provided with a PCB for stepper coin slot management.
	1.2.9.Language **Default: English**		Select the language to use.
	1.2.10. Coffee filter **Default: No**		**Yes** enables filter coffee function. Only "esc" button will dispense filter coffee.
	1.2.11. Dreg delay **Default: 15**		Exhausted capsules reset waiting time expressed in seconds (with dreg drawer removed) when relative warning or alarm is present. After this time the warning or the alarm is reset Range: 0-255 seconds.

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1.3. Save energy	1.3.1. Energy saving **Default: Yes**		**Yes** enables energy saving function
	1.3.2. Cups warming **Default: No**		**Yes** enables cups warmer function (it works only for models provided with cup warmer)
	1.3.3. Stand-by enabled **Default: No**		**Yes** enables stand-by function
	1.3.4. Stand-by delay **Default: 10**		- Appliance automatic power off delay time, starting from last use, when in stand-by mode - Boiler temperature reduction delay time, starting from last use, when in energy saving mode. Range 5-240 minutes
	1.3.5. Monday	1.3.5.1. Swich on time **Default: 08:00**	Monday time on
		1.3.5.2. Swich off time **Default: 20:00**	Monday time off
	1.3.6. Tuesday	1.3.6.1. Swich on time **Default: 08:00**	Tuesday time on
		1.3.6.2. Swich off time **Default: 20:00**	Tuesday time off
	1.3.7. Wednesday	1.3.7.1. Swich on time **Default: 08:00**	Wednesday time on
		1.3.7.2. Swich off time **Default: 20:00**	Wednesday time off
	1.3.8. Thursday	1.3.8.1. Swich on time **Default: 08:00**	Thursday time on
		1.3.8.2. Swich off time **Default: 20:00**	Thursday time off
	1.3.9. Friday	1.3.9.1. Swich on time **Default: 08:00**	Friday time on
		1.3.9.2. Swich off time **Default: 20:00**	Friday time off
	1.3.10. Saturday	1.3.10.1. Swich on time **Default: 08:00**	Saturday time on
		1.3.10.2. Swich off time **Default: 20:00**	Saturday time off
	1.3.11. Sunday	1.3.11.1. Swich on time **Default: 08:00**	Sunday time on
		1.3.11.2. Swich off time **Default: 20:00**	Sunday time off
1.4. Security	1.4.1. Password **Default: 0000**		Set programming menu mode access password (4 digits)
1.5. Reset to default	1.5. Reset to default **Default: No**		Yes restores all the default values (Factory preset value)

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11.4 • Description of service menu

| 2. Service menu			Press ENTER to access Service menu mode
Password	Insert password	Default value: **Default: 0000**	Service menu mode access password (4 digits)
2.1. Date & Time	2.1.1. Time		Set clock hour and minutes
	2.1.2. Date	2.1.2.1. Day	Set the day
		2.1.2.2. Month	Set the month
		2.1.2.3. Year	Set the year
		2.1.2.4. Day of the week	Set the day of the week
2.2. Audit	2.2.1. Total from reset	2.2.1.1. Total from reset	Number of products type 1, 2 and 3 dispensed from last reset
		2.2.1.2. Prod1 from reset	Number of products type 1 (short) dispensed from last reset
		2.2.1.3. Prod2 from reset	Number of products type 2 (medium) dispensed from last reset
		2.2.1.4. Prod3 from reset	Number of products type 3 (long) dispensed from last reset
		2.2.1.5. Last reset	(read only) Date and hour of last audit reset
		2.2.1.6. Reset Audit **Default: No**	**Yes** cancels all audit values referred to the last Reset
	2.2.2. Total from init	2.2.2.1. Total from init	(read only) Number of products type 1, 2 and 3 dispensed from last appliance initialization
		2.2.2.2. Prod.1 from init	(read only) Number of products type 1 (short) dispensed from last appliance initialization
		2.2.2.3. Prod.2 from init	(read only) Number of products type 2 (medium) dispensed from last appliance initialization
		2.2.2.4. Prod.3 from init	(read only) Number of products type 3 (long) dispensed from last appliance initialization
		2.2.2.5. Last init.	(read only) Date and hour of last appliance initialization
2.3. Brew unit wash	2.3. Brew unit wash **Default: No**		**Yes** starts up the brew unit washing process.
2.4. Descaling	2.4.1. Remaining qty		(Read only) Quantity of water (litres) remaining for next descaling
	2.4.2. Last descalc.		(Read only) Date/time of last descaling
	2.4.3. Do it now **Default: No**		**Yes** starts up descaling process
2.5. Filter cleaning	2.5. Filter cleaning **Default: No**		**Yes** starts up softener filter washing process
2.6. Errors	2.6.1. Error log	2.6.1.1. (errors can be displayed with up/down buttons)	(Read only) Last 5 errors are displayed: It lights up only if there is an error at least. 0 = oldest error 5 = the last error
	2.6.2. Log reset **Default: No**		**Yes** cancels all the error log
	2.6.3. Errors reset **Default: No**		**Yes** cancels all possible errors and out-of-service conditions.
2.7. Credits	2.7.1 Warning level **Default: 30**		Set the minimum number of credits to display the credits warning message. Range (0…255)
2.8. Security	2.8.1. Password **Default: 0000**		Set service menu mode access password (4 digits) different from 0000 default value.
2.9. Identification	2.9.1. Operator PIN **Default: 00000**		It identifies the Service or the Operator Code: Numerical value from 0 to 65535. With the Tag Reader appliance model this code will be matched with the code stored in the Tags.

11.5   Changing a parameter

All editable parameters can be very easily changed.

When the page containing the value you wish to change is displayed, press "OK".
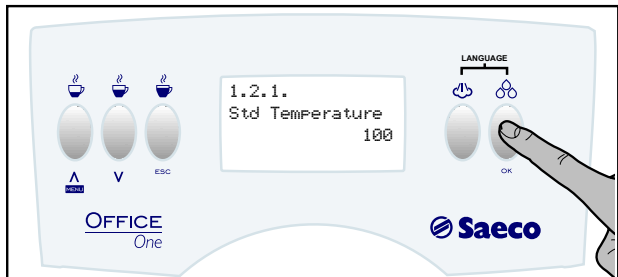

⚠️ **Warning! When you change a machine operating parameter, you should be aware that you are changing an operating parameter set by the manufacturer for the purpose of ensuring optimal machine performance.**

The value will become editable and the "⌄"symbol will appear beneath the digit to be changed.
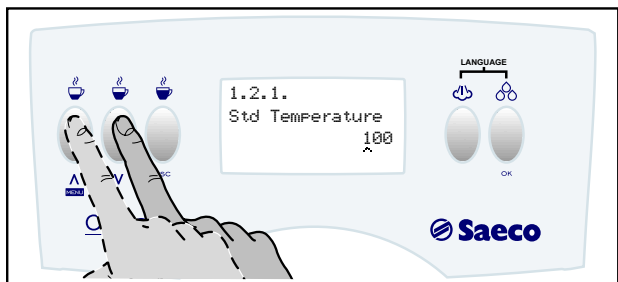
Press one of the two keys to change the value.
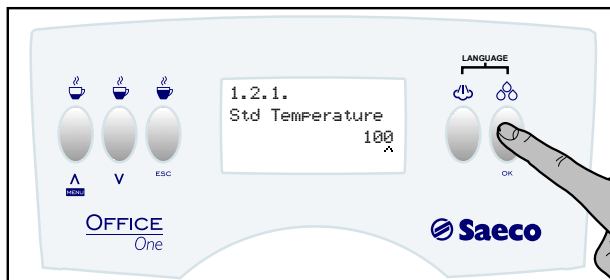
When the required value is displayed, press "OK".
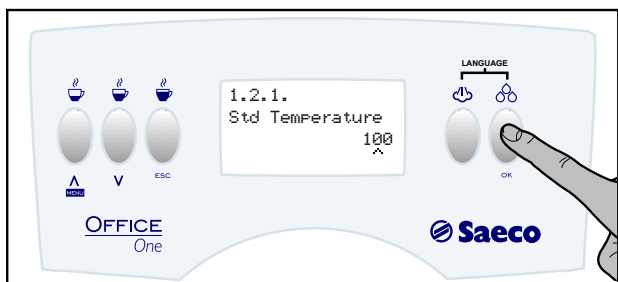
The value will be memorised and the next digit will become available for editing.

Change the value of the next digit, if necessary, using the "⌃" o "⌄" key.

When the required value is displayed, press "OK".

The value will be memorised and the next digit will become available for editing.

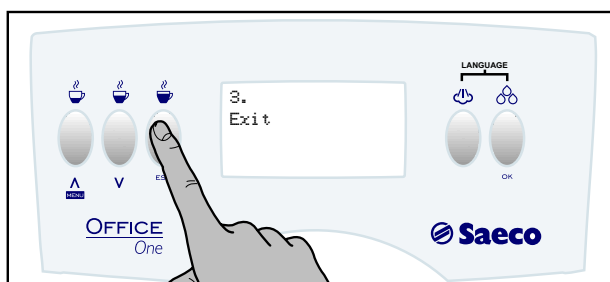Change the value of the next digit, if necessary, using the "⌃" o "⌄" key.

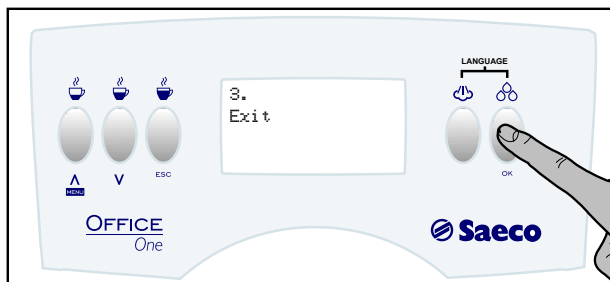When the required value is displayed, press "OK".

The "⌄" symbol will disappear and the settings will take effect only when you exit the program mode.

11.6   Exiting the program mode

To quit the program mode, the following page must be displayed by pressing "ESC".

When the message appears on the display, press "OK".

12   CLEANING THE MACHINE

All the operations described in section 12 must be performed exclusively by the service provider or a specialised technician, who must organise all the operating sequences and use suitable means to ensure strict compliance with current safety regulations.

12.1   Descaling

⚠ **Warning. Never use vinegar, as this would cause damage to the machine!**

⚠ **Warning. If the "Aqua prima" filter is installed, remove it from the water tank before pouring in the descaling solution.**

Descaling serves to remove limescale deposits from surfaces and openings in the water circuit, thereby keeping the valves, heating controls and other important elements in perfect working order.

⚠ **Important. Given the complexity of the machine water circuit, the descaling procedure described below is not able to reach all components.**
In fact, components such as the brew unit and the plastic pin/valve connecting it are excluded from the cycle.

The descaling procedure must be carried out regularly, every 3 – 4 months.
If the water used is particularly hard, it should be performed more frequently, preferably using the "Aqua prima" filter, which can be purchased separately.

This machine is equipped with a special counter which, when enabled, signals the urgent need to perform descaling, according to water hardness.

In such a case the display will show this message.

```
Saeco Office One

Ready
Please descale
```

When this message appears the machine does not stop, but it is advisable to perform the descaling procedure as soon as possible.

Go to the service menu as directed in section 11.1 and display the descaling menu.

```
2.4.
Descaling

```

Using the appropriate controls, select "Do it now" to launch the descaling cycle.

```
2.4.3.
Do it now

```

⚠ **Note: it is recommended to interrupt the descaling cycle.**

The descaling solution is dispensed into the dreg drawer.
The display will show:

```
Descaling
in progress
Empty
dreg drawer
```

Empty the dreg drawer of the used capsules and liquids.

During the emptying operation, the display will show:

```
Descaling
in progress
Empty dregdrawer
Wait please...
```

It is possible to insert the dreg drawer in the machine only when the display shows:

```
Descaling
in progress
Insert
dreg drawer
```

The machine heats the boiler to the correct temperature for carrying out the descaling cycle properly. The display will show:

```
Descaling
in progress
Cooling
Wait please...
```

If the machine has just been switched on, the boiler is preheated. If the machine is hot, an automatic cooling cycle is performed, dispensing water into the dreg drawer.

```
Descaling
in progress
Heating
Wait please...
```

Mix the descaling solution with water following the instructions on the product package.

```
Descaling
in progress
Insert decalc.
OK to start
```

⚠ **Warning. Use only a non-toxic, non-harmful descaling product specific for coffee machines.**

Pour the descaling solution into the tank and then place the tank in the machine.

Press "OK" to start the descaling cycle. The machine will launch the automatic descaling cycle.

```
Descaling
in progress

Wait please...
```

When this message appears, it means that the machine has used up the descaling solution inside the water tank.

```
Descaling
finished
Fill
Water tank
```

Take out the tank, wash it thoroughly and refill it with fresh drinking water.

Place the tank back in the machine.

```
Descaling
finished
Rinsing
OK to start
```

Press "OK" to start the rinse cycle for the internal circuits; the machine will launch the automatic rinse cycle. The display will show:

```
Descaling
finished
Empty
dreg drawer
```

Empty the dreg drawer of liquids.

During the emptying operation, the display will show:

```
Descaling
finished
Empty dregdrawer
Wait please...
```

It is possible to insert the dreg drawer in the machine only when the display shows:

```
Descaling
finished
Insert
dreg drawer
```

When the dreg drawer is inserted, the machine launches the automatic rinse cycle.

```
Descaling
finished
Rinsing
Wait please...
```

When this message appears, it means that the machine has completed the automatic rinse cycle.

```
Rinsing
successful
Press Ok
to end
```

Press "OK" to exit the service menu. The display will show:

```
Saeco Office One

Ready
Empty dregdrawer
```

Empty the dreg drawer of the rinse water before resuming normal machine operation.

i   **Note: the descale counters reset automatically.**

12.2   Power failure during a descaling cycle

If a power failure occurs during the descaling cycle, see section 12.3.

12.3   Descaling cycle interruption

A descaling cycle can be interrupted on specific demand of the service provider. To interrupt the descaling cycle, turn off and back on the machine by means of the main switch (11).

i   **Note: it is recommended not to interrupt a descaling cycle.**

When the machine is turned back on, the display will show:

```
Descaling
in progress
to abort?
              No
```

1   If the descaling cycle is continued by selecting "NO", see section 12.1 to complete the descaling cycle **(recommended option)**;
2   If the descaling cycle is interrupted by selecting "YES", proceed as follows:

The display will show:

```
Descaling
Rinsing
OK to start
```

⚠ **Take out the tank, wash it thoroughly and refill it with fresh drinking water.**

Press "OK" to start the rinse cycle for the internal circuits; the machine will launch the automatic rinse cycle. The display will show:

```
Descaling
Empty
dreg drawer
```

Empty the dreg drawer of liquids.

During the emptying operation, the display will show:

```
Descaling
Empty dregdrawer
Wait please...
```

It is possible to insert the dreg drawer in the machine only when the display shows:

```
Descaling
Insert
dreg drawer
```

When the dreg drawer is inserted, the machine launches the automatic rinse cycle.

```
Descaling
Rinsing
Wait please...
```

When this message appears, it means that the machine has completed the automatic rinse cycle.

```
Rinsing
successful
Press Ok
to end
```

Press "OK" to exit the service menu. The display will show:

```
Saeco Office One

Ready
Empty dregdrawer
```

Empty the dreg drawer of the rinse water before resuming normal machine operation.

i   **Note: the descale counters do not reset if the descaling cycle has been interrupted. The rinse cycle eliminates the descaling solution from the circuit.**

13   DISPOSING OF THE MACHINE

This product complies with EU Directive 2002/96/EC.

The symbol ⌦ on the product or on its packaging indicates that this product may not be treated as household waste. Instead it shall be handed over to the applicable collection point for the recycling of electrical and electronic equipment.
By ensuring this product is disposed of correctly, you will help prevent potential negative consequences for the environment and human health, which could otherwise be caused by inappropriate waste handling of this product. For more detailed information about recycling of this product, please contact your local city office, your household waste disposal service or the shop where you purchased the product.

ENGLISH

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